



APPLICATION FOR EMPLOYMENT

The County of Warren provides equal employment opportunities to all qualified individuals and is dedicated to a policy of non-discrimination in employment on the basis of age, sex, race, religion, marital or civil union status, gender identity or expression, disability or any other legally protected status.

Answer all questions. Please print clearly or type. Information provided is subject to verification.

Position Applied for: _____

Name: _____ **Phone:** () _____
Last First Middle

Address: _____
Number Street City State Zip

Date Available for Work: _____

If you are under 18, can you furnish a work permit? Yes _____ No _____

Have you ever worked for Warren County? Yes _____ No _____

Are you eligible for employment in this country? Yes _____ No _____
(Proof of US citizenship or immigration status will be required upon offer of employment.)

Are you able to perform the essential functions of the position for which you applied with or without reasonable accommodation? Yes _____ No _____

After the initial employment application process has concluded (i.e. post-interview) candidates may be required to submit to a criminal background check. Depending on the position applied for, candidates may also be required to undergo drug/alcohol testing and physical / psychological examination after a conditional job offer has been made.

| Education (Select highest grade completed in each category) | Name & Location of School | Degree / Course of Study |
|---|---------------------------|--------------------------|
| High School: 1 2 3 4 or GED | | |
| Business or Vocational School: 1 2 3 4 | | |
| College: 1 2 3 4 | | |
| Graduate School: 1 2 3 4 | | |

Other training or special skills (typing, mechanical, etc.): _____

List licenses, registration or certificates possessed in connection with employment or education:

References (List two who are not relatives or former supervisors - name/address/telephone no.)

- 1) _____
- 2) _____
- 3) _____
- 4) _____

EMPLOYMENT HISTORY

Please list your employers, assignments or job-related volunteer activities, starting with the most recent and working backward, including military experience.

Dates Employed: From _____ To _____
Employer Name: _____
Address: _____
Job Title: _____
Brief Description of Duties: _____

Reason for Leaving: _____

Dates Employed: From _____ To _____
Employer Name: _____
Address: _____
Job Title: _____
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Dates Employed: From _____ To _____
Employer Name: _____
Address: _____
Job Title: _____
Brief Description of Duties: _____

Reason for Leaving: _____

(If more space is needed, please attach resume or additional pages. A resume may supplement, but not substitute for this application)

EMPLOYMENT STATEMENT - READ CAREFULLY

I affirm that the information given by me in this application is accurate and complete. I understand that any falsification will be considered grounds for cancellation of this application and/or separation from employment if I become employed. I authorize Warren County to investigate my record, including any information contained in this application for employment, except where my written statement specifically requests that no reference check be made. I agree not to hold any persons or organizations liable with respect to any information that they may provide and hereby release from liability the County of Warren and its representatives for seeking such information. I also understand that the position I have applied for is temporary, pending successful completion of civil service examination, if applicable, and appointing procedures.

Applicant's Signature

Date

Mail to: Warren County Personnel Department, Wayne Dumont, Jr. Administration Building,
165 County Route 519 South, Belvidere, NJ 07823.

Rev: June 2021